



CITY OF ST. ALBERT  
**ADMINISTRATIVE BACKGROUNDER**

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**TITLE: CORPORATE WORKPLAN PRIORITIZATION CRITERIA  
DISCUSSION**

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The corporate workplan was first developed at the end of 2016 to assist Council in prioritizing existing projects for Administration. The workplan was developed from information listed in the Divisional Action Plans, the Quarterly Report and the 10-year Capital Plan.

Criteria were developed to help prioritize operational projects planned over the next three years. The Workplan with prioritized projects was shared with Council during the January 2017 strategic planning session to obtain feedback from Council on priority ranking given to each project/initiative. The intent of this exercise was to ensure mutual understanding of priority projects and to give Council an opportunity to change the priority of a project so that Administration could ensure resources are allocated accordingly.

During the session, Council saw value in the information provided, including prioritization of projects but commented that the criteria could have been more comprehensive in the future. Following the January session with Council, Corporate Planning took steps to develop new, enhanced criteria as well as to establish a process for updating and maintaining the workplan moving forward.

The criteria used in the workplan have been expanded to include more than the two original elements (Time Sensitivity and Service Sensitivity). This approach considers other important elements that will impact project's priority compared to all other planned work.

The revised criteria are:

- 1. Regulatory/Legislative:** This is the mandatory nature of the project
  - a. Legislated / Safety:** Consideration of whether the project's purpose is to meet legislated, regulated and statutory requirements. This does not include Council Policy. Consideration of safety/protection of the public and/or employees, property, community, and environment by executing this project is considered.
- 2. Urgency:** This is the pressure to complete a project within a specific time frame

- a. **Service Sensitivity:** Defined as the project's impact on enabling, maintaining or enhancing service delivery.
  - b. **Time Sensitivity:** Consideration of risk involved with postponing the project and resulting impact on the service delivery and community.
- 3. **Strategy:** This is the overall alignment to the direction of the community and corporation
  - a. **Council Priority:** Project is identified within Council Priorities for the year (C-CG-02 Schedule C) or is directly requested by Council through a Motion or Council Policy.
- 4. **Community/Stakeholder Impact:** This is the effect of the project on the community or stakeholders
  - a. **Benefit to Customers:** Defined as the project's value to customers through the degree of impact and number of customers affected.

The criteria groups are weighted to reflect the priority of the overall criteria group. A total score of 500 is possible. The higher the score; the higher the priority. Full details on the criteria are included in the attachment.

Moving forward, the Workplan will be updated on a regular basis with any emerging operational projects that Administration is directed to complete. The Workplan will be used to make informed decisions by assessing the workload and priorities and applying a consistent method to evaluate new work/projects/initiatives against the criteria and overall priorities already in the plan, before making the final decision or reprioritizing based on timing and resources required for the new work/project/initiative. The quarterly reporting to Council will align with the initiatives/projects listed in the Workplan. This approach will streamline business planning and reporting processes while providing more consistent reporting of planned work to Council.

Council will receive the updated Workplan on a monthly basis through communication from City Manager, with any changes to priorities based on new initiatives requested by Council. During the annual planning session, Council will have an opportunity to review prioritization of projects and change prioritization, if needed.

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**OPERATING CRITERIA**

Criteria Group	Criteria	Criteria Description	Score Description	Score	Criteria Weight	Project Weighted Score	Max Score
<b>Regulatory / Legislative</b> is the mandatory nature of the project	Legislated / Safety	Consideration of whether the project's purpose is to meet legislated, regulated and statutory requirements. This does not include Council Policy but is legislated at a higher state. Consideration of safety to people, property, community, and environment by executing this project.	0 - Not legislated or mandated, no impact on safety 5 - Legislated or mandatory to meet regulatory requirements or resolves a safety issue		30	0	150
<b>Urgency</b> is the pressure to complete a project within a specific time frame	Service Sensitivity	Defined as the project's impact on enabling, maintaining or enhancing service delivery.	0 - No impact on service delivery 3 - Value-add to service delivery / Enhancement 5 - Essential to service delivery		20	0	100
	Time Sensitivity	Consideration of risk involved with postponing the project and resulting impact on the community.	0-There is no significant time constraint on the project 3- Project could be delayed beyond 1 (one) year 5 - Project must be completed within the year/ within a season		15	0	75
<b>Strategy</b> is the overall alignment to the direction of the community and corporation	Council Priority / Policy & Motion	Project is identified within Council Priorities for the year (C-CG-02 Schedule C) or is directly requested by Council through a Motion	0 - Is not a Council Priority 5 - Is listed as a Council Priority		20	0	100
<b>Community / Stakeholder Impact</b> is effect of the project on the community or stakeholders	Benefit to Customers	Defined as the project's value to customers through the degree of impact and number of customers affected.	1 - Limited community/customer benefit 3 - One (1) Community/customer stakeholder group benefits 5 - Community-wide benefit		15	0	75
<b>Overall score</b>						<b>0</b>	<b>500</b>